

## Arizona Capitol Museum

### Arizona State Symbols

#### APPLICATION FOR TRAVELING EXHIBIT

Reservations are processed on a first-come, first-served basis. Please allow a minimum of two weeks lead time. **Although the exhibit rental is free, please be aware that you are responsible for shipment to and from your institution.** Fill out and return this application to: Arizona State Library, Archives and Public Records, Attn: Arizona State Symbol Exhibit, 1700 W. Washington St., Phoenix, AZ 85007. Email application to [tarrazola@azlibrary.gov](mailto:tarrazola@azlibrary.gov).

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Exhibit is available for a two month loan period

Dates:	1 <sup>st</sup> Choice	From _____, 20____	To _____, 20____
	2 <sup>nd</sup> Choice	From _____, 20____	To _____, 20____

This exhibit will be shown at the following facility.

*Street Address is required as this will also be used for shipping. Please no P.O. Box.*

Institution Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The area or room in which the exhibit will be shown is described as follows: (dimensions, lighting, etc.)

The exhibit will be monitored for security in the following manner:

The Arizona State Symbol Exhibit may be picked up at the Arizona Capitol Museum or be shipped to you.

*Which option do you desire?*

#### Pick-up Option

☐ Exhibit will be picked up and returned to the Arizona Capitol Museum by exhibit borrower

#### Shipping Option – Cost incurred by recipient

☐ Exhibit will be shipped both ways. Cost to be paid by exhibit borrower

Please provide your shipping account # \_\_\_\_\_

Sign and Date \_\_\_\_\_



- ♦ *This exhibit is not available for loan to individuals*
- ♦ ***Exhibit recipients are responsible for replacement of damaged panels and hardware***



Arizona State Library,  
Archives and Public Records

A Division of the Secretary of State  
5/2013

☐ This application, as well as information about this exhibit is available on-line at: [www.azlibrary.gov/museum](http://www.azlibrary.gov/museum) follow the *Exhibits* link

## **POLICY AND PROCEDURES FOR TRAVELING EXHIBITS**

- ♦ Traveling exhibits may be lent to any bona fide cultural or civic organization. No loans shall be made to individuals. No commercial use may be made of traveling exhibits, and access to the exhibit must be available to all.
- ♦ Traveling exhibit requests shall be approved by the Arizona Capitol Museum Director and Curator. Approval is subject to exhibit availability, policies regarding traveling exhibits and satisfactory completion of the "Application for Traveling Exhibit" form.
- ♦ Traveling exhibit bookings ordinarily shall be for a two month period, with an additional week allowed for repacking and shipment back to the Arizona Capitol Museum.
- ♦ The borrower shall pay all relative costs regarding shipping, including at least \$1,250 shipping insurance.
- ♦ The borrower must provide staff to unpack, set-up and repack the exhibit. Damage to the exhibit must be reported immediately to the Arizona Capitol Museum.
- ♦ Exhibit must be returned in the original shipping box. Secure, clean, dry-on site storage must be provided for materials, including banner carrying cases and shipping box.
- ♦ Exhibit security measures shall be required of borrowers. The exhibit must be monitored. It must be sufficiently secured by locked doors during closed hours. No exhibit shall be left unsupervised while open to the public.
- ♦ Exhibits shall not be mounted in an area that might encourage damage; exhibit should be located in an area with moderate lighting and should not be subjected to extremes of temperatures, light, humidity, air pollution, etc. Exhibit shall not be displayed outdoors or in a temporary building or structure.
- ♦ No portion of the exhibit may be altered in any way.
- ♦ No special admission fee shall be charged to the exhibition, and no fundraising event can be held in conjunction with the exhibit.
- ♦ Exhibit space must be equal to or greater than the space requirement for the exhibition.

The borrower shall be responsible for all risk of loss to the personal property loaned under this agreement. The borrower may provide a Certificate of Insurance naming the State of Arizona and the Arizona State Library, Archives and Public Records as Loss Payee.